

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5157

TITLE: SENIOR RIGHT-OF-WAY AGENT

GRADE: S-26-1

DEFINITION:

Under general supervision, provides leadership to a group of Right-of-Way Agents and Engineering Technicians; performs the more difficult and/or more sensitive purchases; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions assigned to this class are distinguished from Right-of-Way Agents in that Senior Right-of-Way Agents are expected to provide leadership for a group of Right-of-Way agents and Engineering Technicians while personally performing the more difficult and complex work, such as that involving mandated state or federal requirements or guidelines, residential or commercial relocations, severely impacted properties, high profile and/or controversial issues, critical path time constraints, and the acquisition of properties in their entirety as opposed to a portion of the property. They also provide leadership and training for less experienced Right-of-Way agents and lead teams formed on an ad hoc basis to accomplish difficult or complex land acquisitions in support of the Capital Improvement Program.

ILLUSTRATIVE DUTIES:

Handles the more difficult and/or sensitive purchases of real property for the County;
Serves as team leader, coordinates project assignments, and provides technical expertise to Right-of-Way Agents and Engineering Technicians;
Coordinates training for the Division and provides training to professional and technical staff;
Researches legal records to determine real estate ownership;
Interprets and determines the applicability of various federal, state, and County statutes, codes, and ordinances such as the Uniform Relocation Assistance and Real Property Acquisition Policies Act and the Fairfax County Zoning Ordinance;
Coordinates relocation activities with the Department of Housing and Community Development;
Interprets real estate valuation principles, engineering plans and construction drawings;
Reviews and edits correspondence and legal documents to ensure compliance with codes, regulations, and procedures;
Reviews outside and in-house appraisals to determine appropriateness and accuracy and chairs the Appraiser Selection Committee;
Coordinates the gathering of data in preparation for public hearing and condemnation proceedings;
Coordinates legal issues with the County Attorney's Office;
Testifies in court regarding condemnation matters;
Conducts special investigations and issues reports;
Meets with the professional and technical staff, compiles project updates and disseminates data at twice-monthly project status meetings;
Coordinates the automated project management/project tracking systems;
Writes and updates Land Acquisition Division procedures for the various types of projects;

Acts for the Director in the Director's absence regarding all acquisition projects or issues.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of real property acquisition for public purposes;

Knowledge of the law governing condemnation or disposal proceedings;

Knowledge of the legal instruments involved in real estate transactions;

Skill in negotiating the purchase of real property;

Ability to interpret real estate valuation principles;

Ability to lead and instruct other employees in the land acquisition process;

Ability to establish and maintain effective working relationships with property owners, the public and other County officials;

Ability to communicate effectively in writing and orally;

Ability to prepare correspondence and write reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

A bachelor's degree in real estate or a related field from an accredited four year college or university; PLUS

Four years of experience in real property negotiation, disposition and/or evaluation.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: December 19, 1996

ESTABLISHED: February 10, 1986